SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

Purpose

Enclosed is the policy and procedures regarding lead management in construction, Operation and Maintenance projects in facilities under the purview of the San Francisco Unified School District.

Policy

The San Francisco Unified School District's Superintendent, Directors, Managers and Personnel Liaisons shall:

A. Ensure compliance with the Lead Safe Facilities and Lead Danger Education Policy by providing the necessary training, and support for the correct and safe handling of lead containing materials by SFUSD employees.

B. Provide readily available copies of the policy for SFUSD employees.

C. Use appropriate and proactive measures implementing lead hazard abatement programs.

D. Require Contractors working on SFUSD construction projects to fully abide by this policy. This shall be done by incorporating applicable requirements of this policy in contract documents for pertinent construction projects.

E. Require Volunteers, Tenants, outside agencies and etc. working on SFUSD property to fully abide by this policy. This shall be done by incorporating applicable requirements of this policy in project documents for pertinent projects.

II. Procedures

A. It shall be the responsibility of SFUSD's Asbestos Control Director to maintain and update this policy, and to provide training and orientation on how to comply with the policy.

B. It shall be the responsibility of SFUSD Managers to implement this policy as part of their standard procedures, to provide employees with the support they need to correctly and safely handle lead issues at their place of employment, and to enforce compliance with this policy by construction contractors working on SFUSD contracts.

D. It shall be the responsibility of all SFUSD employees to read, understand and seek clarification on the policy.

DRAFT, REVISED: 06/09/99

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

DRAFT, REVISED: 06/09/99

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

TABLE OF CONTENTS

DRAFT,REVISED:06/09/99

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

1.0 POLICY

It is the policy of the San Francisco Unified School District to protect children, employees, the public and the environment from the hazards of lead.

2.0 DEFINITIONS

The following definitions are provided to clarify the intent of this policy:

Action Level (AL) - Employee exposure, without regard to the use of respirators, to an airborne concentration of lead of 30 micrograms per cubic meter of air (30 ug/m^3) calculated as an 8-hour time-weighted average (TWA).

Competent Person - Person who is capable of identifying existing and predictable lead hazards and who has authorization to take prompt corrective measures to eliminate them. A competent person will be assigned for all SFUSD lead work projects and may be either a supervisor or a lead trades person responsible for the operation.

Facility which Serve Children - an entire site or portions of a site (e.g. one floor in a building or a playground area in a park) used to serve children between ages 0 - 12, for more than 3 hours there during each visit to the facility.

Full Containment - Lead paint removal operation is fully contained within an air tight polyethylene plastic sheet enclosure with HEPA local exhaust ventilation creating a negative pressure enclosure for fixed sites.

HEPA - High Efficiency Particulate Air filter, a dry type filter with a particle removal efficiency of no less than 99.97 percent for 0.3 micrometer size particles.

High Lead Impact Contracted Project - The high lead contracted project definition applies to designating projects for SFUSD managed contracts when the Facility contains lead and serves or intends to serve children or the project scope of work will impact lead containing materials significantly.

Lead - means metallic lead, all inorganic lead compounds, and organic lead soaps. All other organic lead compounds are excluded (e.g. tetraethyl lead {used in leaded gasoline}).

Lead Construction Management Oversight/Inspection for Contract Construction Work - Personnel within the San Francisco Unified School District who perform contract construction management oversight or

DRAFT, REVISED: 06/09/99

perform construction inspections where lead related activities are performed. These employees are not performing the lead related work.

Lead Qualified Supervisor - Personnel who supervise crews who perform lead related activities (SFUSD personnel who have the State of California Department of Health Services Interim Lead-Related Construction Supervisor Certificate).

Lead Related Activities - Includes but are not limited to the following:
- Demolition or salvage of structures where lead or materials containing lead are present;
- Handling, removal, abatement or encapsulation of materials containing lead;
- Installation of products containing lead;
- Lead contamination/emergency cleanup;
- Transportation, disposal, storage, or containment of lead or materials containing lead on site or location at which construction activities are performed, and
- Inspection and maintenance operations associated with the listed construction activities.

Low Lead Impact Contracted Project - Facility which contains lead, but does not serve or does not intend to serve children OR the project will not impact children and where lead related activities are incidental to the project scope of work. The low lead impact contracted project definition applies to designating projects for SFUSD managed contracts.

Permissible Exposure Limit (PEL) - Employee exposure, without regard to the use of respirators, to an airborne concentration of lead of 50 micrograms per cubic meter of air (50 ug/m^3) averaged over an 8-hour period. If an employee is exposed to lead for more than 8 hours in any work day, the PEL, as a time weighted average (TWA) for that day, shall be reduced according to the following formula: Allowable employee exposure (ug/m3) = 400 divided by the hours worked in the day.

3.0 RESPONSIBILITIES

3.1 Superintendent Shall:
- Enforce the District's Lead Program/Policy.
- Establish a Lead Safety Team to implement the District's Lead program
- Support budgets for the Lead Program/Policy.

3.2 Lead Safety Team Shall:
- Submit an annual report to the Superintendent and the Board including the following:

a. The amount of training provided to staff, parents and caregivers

b. The effectiveness of the training
c. A Status report on efforts to monitor the lead-safe conditions of building and facilities to maintain them in a lead-safe condition.
d. Work plans describing activities to be undertaken to make the District's facilitates lead-safe and train staff, parents and caregivers, including when the work will be done, who is responsible for implementing the work and the extent to which each department has been able to meet provision of previous work plan.

3.3 <u>SFUSD Directors and Managers Shall:</u>

- Implement the SFUSD Lead Program Implementing Procedures within their areas of responsibility.
- Budget adequate resources to implement the SFUSD's Lead Program.
- Assign specific staff to reduce lead hazards created by dust.

3.4 <u>Asbestos Control (ACP) Shall:</u>

- Provide technical assistance to SFUSD employees and SFUSD lead qualified supervisors.
- Develop and provide lead awareness classes to appropriate SFUSD employees, according to appropriate levels of responsibility.
- Schedule initial and annual medical examinations and personal air monitoring for SFUSD employees that may be exposed to lead during lead related activities.
- Conduct clearance lead sampling for lead related activities performed by SFUSD employees and/or contractor.
- Ensure that a copy of monitoring results is provided to the appropriate employee.
- Process and send lead samples to a certified laboratory.
- Review the Lead Program Implementing Procedures every six months and update if needed.
- Review the Checklist for Environmental Impacts in Architectural and Engineering Construction Projects submitted by architect or engineer, coordinate pre-project lead testing, as required in Section 6.2.
- Coordinate as needed lead contractors and consultants for SFUSD managed construction services projects.
- Maintain a profile of each District facility, including existing lead hazards and activities involving lead paint.
- Evaluate lead content of school drinking water at the outlet.
- Perform annual re-evaluation for all childcare centers and elementary school where interim lead stabilization has occurred, to verify that implemented measures are effective.

3.5 **SFUSD Lead Qualified Supervisory Personnel Shall:**

- Ensure that employees are not exposed to lead greater than the PEL.
- Determine which jobs require lead qualified personnel.
- Act as the Competent Person for lead related activities.
- Participate in initial and annual lead supervisor training classes. Complete an initial 40 hours State of California Department of Health Services (CDHS) approved lead related construction supervision course. Possess a Certification for lead supervisors issued by the CDHS.
- Participate in SFUSD's Respiratory Protection Program including annual respiratory medical examination, training and annual Fit-testing.
- Maintain written Codes of Safe Practice for lead related activities.
- Oversee activities that may or will disturb lead containing materials.
- Collect sufficient quantity of bulk samples before disturbing suspect lead based paint as required in Section 6.1
- Follow the Lead Paint Removal Decision Tree for lead positive samples prior to performing lead related activities, as required in Section 6.2.
- Fill out Lead Work Plans prior to conducting lead related activities, as required in Section 6.3.
- Ensure that employees are wearing adequate personal protective equipment during lead related activities.
- Provide adequate training for the hazards of lead to appropriate employees.
- Ensure that employees are following proper work procedures to conduct lead related activities safely.

3.6 **SFUSD Lead Qualified Employees Shall:**

- Participate in initial and refresher lead worker training class.
- Complete an initial 32 hour State of California Department of Health Services (CDHS) approved lead related construction worker course.
- Possess a Certification for lead workers issued by the CDHS.
- Participate in initial and annual medical surveillance for lead and respiratory protection.
- Participate in SFUSD's Respiratory Protection Program including annual respiratory medical examination, training and annual fit-testing.
- Wear proper personal protective equipment when conducting lead related activities.
- Follow proper work procedures/Codes of Safe Practice to conduct lead related activities safely.

DRAFT,REVISED:06/09/99

- Report suspected lead based paint to immediate supervisor before any disturbance during repair and maintenance.

3.7 **SFUSD Lead Construction Management Oversight/Inspection Personnel Shall:**

- Ensure that employees are not exposed to lead greater than the PEL.
- Participate in DHS lead training to understand the hazards of lead.
- Participate and schedule employee(s) through Department managers for initial and annual medical surveillance for lead and respiratory protection.
- Participate in SFUSD's Respiratory Protection Program including annual respiratory medical examination, training and annual fit-testing.
- Wear proper personal protective equipment when conducting construction inspections during lead related activities (abatement).
- Develop written Codes of Safe Practice for construction inspections at lead related construction sites.
- Ensure that employees are adequately trained in the hazards of lead.
- Ensure that employees are following proper work procedures to conduct construction inspections at lead related construction sites safely.
- Fill out Lead Work Plans prior to conducting lead related activities, as required in Section 6.3.

3.8 **SFUSD Project Managers (i.e. managed contracted construction service projects) Shall:**

- Participate in lead awareness training to understand the hazards of lead.
- Ensure the Checklist for Environmental Impacts in Architectural and Engineering Construction Projects is filled out by a designated architect or engineer at the beginning of the planning phase of construction and submit to ACP, as required in Section 6.2.
- Follow the guidelines to address lead issues in SFUSD managed construction services projects, as required in Section 6.2.

3.9 **SFUSD Architects and Engineers (i.e. technical support for contracted construction service projects) Shall:**

- Participate in lead awareness training to understand the hazards of lead.
- Fill out the Checklist for Environmental Impacts in Architectural and Engineering construction Projects at the beginning of the

planning phase of construction and submit to ACP, as required in Section 6.2.
- Follow the guidelines to address lead issues in SFUSD managed contract construction services projects, as required in Section 6.2.

3.10 SFUSD Contract Administration Shall:
- Verify that the Checklist for Environmental Impacts in Architectural and Engineering Construction Projects was reviewed by ACP prior to a SFUSD managed construction project going out for bid.

3.11 Buildings and Grounds Personnel Shall:
- Stabilize, encapsulate or remove window and building components containing lead paint by 2001 for facilities with children under 6 years of age.
- Participate in lead awareness training to understand the hazards of lead.
- Correct conditions where interim lead stabilization measures have been taken and are no longer effective.

3.12 Other SFUSD Field Employees Shall:
- Participate in lead awareness training to understand the hazards of lead.

4.0 PERMISSIBLE EXPOSURE LIMIT

- SFUSD employees shall not be exposed over the Permissible Exposure Limit (PEL) of 50 micrograms per cubic meter (50 ug/m^3) over an 8 hour period.
- Feasible engineering controls shall be implemented to minimize lead concentration below the PEL.

5.0 EXPOSURE ASSESSMENT

5.1 Air Monitoring Program
- An Air Monitoring Program shall be set up for lead related activities performed by SFUSD employees that may generate lead concentrations at or above the action level (30 ug/m^3).
- Initial exposure assessments shall be conducted (see Section 5.2)
- Personal air monitoring shall represent a full work-shift exposure and be conducted without regard for respirator use.
- Sufficient air monitoring data shall be collected to determine employee exposure levels to lead.
- Employees shall be notified within 5 working days of receipt of monitoring results.

- Additional air monitoring shall be performed if exposure levels to lead exceed the action level.

5.2 <u>Initial Assessment</u>

- Initial exposure assessment monitoring shall be conducted which is representative of SFUSD employees who may potentially be exposed to lead at or above the action level (AL). ACP or DHS Certified Supervisor to determine airborne lead levels will collect personal air samples.
- The following Activities shall be monitored for lead exposure:
  a. Manual demolitions of structures where lead containing coatings or paints are present.
  b. Manual scraping, sanding, and chipping where lead containing coatings or paints are present.
  c. Chemical treatment of lead containing coatings or painted surfaces to aid in its removal strippers.
  d. Soldering using lead containing solder.
  e. Mechanical grinding, chipping, sanding or needle gunning where lead containing coating or paint is present.
  f. Cleanup activities of abrasives used on lead containing coatings or painted surfaces and abrasive blasting enclosure decontamination.
  g. Changing and cleaning out HEPA vacuum(s) used to pick up lead dust debris.
  h. Abrasive blasting on lead containing coatings or painted surfaces.
  i. Welding, cutting, and torch burning on steel structures/surfaces where lead containing coatings or paints are present.
  j. Construction oversight and inspection where lead related construction activities are performed.
- Sufficient data shall be collected to determine whether lead related activities might potentially generate lead concentrations at or above the action level.
- Before and during this exposure assessment interim worker protection procedures must be followed. See Appendix 1 for worker protection procedures for various listed operations.
- During initial exposure assessment employees will be provided with respiratory protection, protective clothing and equipment, change areas, hand-washing facilities, biological monitoring, and training appropriate for the exposure level and operations performed.
- If an employee's exposure exceeds the PEL of 50 micrograms per cubic meter, the employee shall be notified in writing and shall be provided with the description of the corrective actions to reduce the exposure to below the PEL. Additional air monitoring shall be conducted once corrective actions are taken to demonstrate that no further overexposure occurs.

- If an employee's exposure exceeds the AL of 30 ug/m^3 but does not exceed the PEL, additional air monitoring shall be performed to track lead exposure levels and corrective actions to reduce airborne lead levels shall be made.
- If exposure monitoring reveals exposure below the AL, additional air monitoring need not be repeated unless there is a change in the operation, where another exposure assessment must be performed.

6.0 METHODS OF COMPLIANCE

6.1 Lead Testing for work performed by SFUSD employees

- Painted surfaces that will be sanded, scraped, welded or otherwise disturbed shall be tested for or assumed to contain lead. See Appendix 1 - Lead Bases Paint Sampling/Testing procedure. NOTE: The testing requirement for lead paint DOES NOT apply to the SFUSD Graffiti Removal Operations.
- Painted surfaces identified, as containing lead via laboratory analysis shall be treated as "lead containing".
- Lead containing surfaces, which will be disturbed, shall follow the Lead Paint Removal Decision Tree and shall follow work practices to reduce exposures from lead to the lowest achievable levels.
- Prior to work pre-project environmental lead (dust, soil or water) levels shall be determined in areas potentially impacted by construction.

6.2 Lead Testing for SFUSD managed Contract Construction Projects

- SFUSD Project Manager shall assign a architect and/or engineer providing technical support for construction project to fill out a Checklist for Environmental Impacts in Architectural and Engineering Construction Projects at the beginning of the planning phase of construction. The checklist shall be submitted to ACP for review and comment. See Appendix 2 - Checklist for Environmental Impacts in Architectural and Engineering Construction Projects.
- SFUSD Project Managers and Architects and Engineers shall follow the Lead Safe Construction Guidelines for SFUSD Managed Contract construction Services and shall through the contract specifications require contractor submittals to safely address lead related activities in SFUSD managed projects. See Appendix 3 - Lead Safe Construction Guidelines for SFUSD Managed Contract Construction Services.

6.3 Engineering and Work Practice Controls

- Feasible engineering controls shall be implemented to minimize lead concentrations below the PEL. Engineering controls may

include HEPA exhausted hand tools, negative pressure enclosures, and HEPA exhausted abrasive blasting booth.

- Mechanical ventilation systems used to control lead exposures(such as a blasting booth) shall be tested every 3 months to ensure the system is providing adequate capture/design velocity.
- The Lead Paint Removal Decision Tree and Appendix 1 - Lead Work Procedures/Codes of Safe Practice shall be followed for lead related activities performed by SFUSD employees unless exposure monitoring indicates additional corrective actions to further indicates additional corrective actions to further reduce exposure levels is required

6.4 Compliance Program (Lead Work Plan)

- Prior to the commencement of any operation where lead may be disturbed, a lead work plan (written compliance Program) shall be filled out. See Appendix 4 for lead work plan.
- The lead-qualified supervisor shall fill out each lead work plan. The plan will be good for the length of the operation but shall be revised if removal strategies or work scope change.

6.5 Prohibited Work Practices

- The following work practices shall NOT be performed by SFUSD employees or contractors on SFUSD managed contract construction projects:
  a. Abrasive blasting with sand, (sandblasting).
  b. Spray painting with lead based paints.
  c. Use of methylene chloride based chemical strippers.
  d. Use of heat-guns or propane heaters on leaded paint greater than 0.06%.
  e. Dry sweeping, use of compressed air, or use of regular shop vacuums on lead containing dust.
  f. Welding, open flame burning or torch cutting on lead painted surfaces.
  g. Uncontrolled abrasive blasting or water-blasting on leaded paint greater than 0.06%.
  h. Uncontrolled power grinding or sanding on leaded paint greater than 0.06%.
  i. Exterior abatement if winds exceed 10 miles per hour.

6.6 Project Clearance

- Project cleanup and clearance (dust, soil or water sampling) shall be performed. Clearance criteria shall depend upon three factors:
  a. The pre-construction lead levels.
  b. The facility or work location type (facilities, which serve children vs. facilities, which do not serve children).

DRAFT,REVISED:06/09/99

c. The scope of work performed (low or high lead impact projects).

- Low lead impact projects require project clearance samples to be at the pre-project background lead levels prior to completing work.
- High lead impact projects require project clearance samples to be cleared to HUD/EPA lead clearance levels prior to completing work.

a. Dust (HUD/EPA lead clearance levels).
Floors <50 ug/ft^2
Window Sills (interior) <250 ug/ft^2
Window Troughs (exterior sills/wells/stools) <800 ug/ft^2

b. Soil (EPA regulatory limit action guidelines to protect children and adults from lead soil contamination, other more stringent hazardous waste cleanup standards may apply).
<400 ppm = no hazard.
400 - 1000 ppm = requires interim controls (barrier) if children present.
>1000 ppm = requires abatement.

c. Water <15 ppb (EPA drinking water standard).

7.0 RESPIRATORY PROTECTION

- SFUSD shall provide respirators at no cost to SFUSD employees and shall be used when:
  a. Employee's exposure to lead exceeds the PEL.
  b. Engineering or work practices are not sufficient to reduce exposures to or below the PEL.

- ACP shall provide guidance on appropriate respiratory protection for lead related construction activities.
- A powered, air-purifying respirator shall be provided to an employee who chooses to use this type of respirator in lieu of an air purifying respirator of equal or lesser protection.
- Only respirators approved for protection against lead dust, fume, and mist by the National Institute for Occupational Safety and Health (NIOSH) shall be used.
- SFUSD employees using respirators shall comply with the requirements of the SFUSD Respiratory Protection Plan.
- SFUSD employees using respirators shall be fit-tested every 12 months.

8.0 PROTECTIVE CLOTHING AND EQUIPMENT

- SFUSD shall provide adequate personal protective equipment to SFUSD employees who may potentially be exposed to lead.
- Appropriate work clothing includes disposable coveralls, gloves, hats, boots/shoes or disposable shoe coverlets, face shield, and vented goggles.

- Disposable contaminated clothing shall be HEPA vacuumed and segregated as a low lead waste for hazardous waste disposal. Reusable clothing or equipment must be decontaminated or placed in a closed container in the changing area to prevent dispersion of lead outside the container.
- The sealable container used for contaminated clothing or equipment must be labeled as follows: "Caution: Clothing contaminated with lead. Do not remove dust by blowing or shaking. Dispose of lead contaminated wash water in accordance with applicable local, state, or federal regulations."
- Blowing, shaking or any other means, which disperses lead into the air from contaminated clothing or equipment, is prohibited.
- Work clothing, boots or shoes shall remain at work and not be worn or taken home.

9.0 HOUSEKEEPING

Housekeeping shall be performed to avoid accumulation of lead dust:

- Clean up of lead containing dust shall be performed by HEPA vacuuming and wet wiping.
- Wet sweeping, brushing or shoveling lead containing dust may be used only where HEPA vacuuming has been tried and found not to be effective.
- Dry sweeping, use of compressed air or use of regular shop vacuums on lead containing dust shall be prohibited.
- HEPA vacuums shall be emptied in a manner, which minimizes the reentry of lead in the workplace.
- HEPA vacuum filters shall be tested annually emery 300 oil to test the filter collection efficiency.
- Projects shall be cleared to acceptable levels as required in Section 6.6.

10.0 HYGIENE PRACTICES

For SFUSD employees who may potentially be exposed to lead:

- Food or beverages and tobacco products shall not be present or consumed/used in the vicinity of the lead related work areas.
- Application of cosmetics is prohibited during lead related activities.
- Employees shall wash their hands and faces prior to eating, drinking, smoking or applying cosmetics.
- Supervisors shall ensure that employees have a handwashing facility for employees use during lead related activities.
- Employee shall shower, if feasible at the end of the day before leaving for home. As a minimum employees shall wash their hands and face prior to leaving the job site.

Additionally, for SFUSD employees who may disturb lead containing materials (perform the actual abatement):

- Employees shall change out of their street clothes and wear protective work clothing prior to performing lead related

activities.
- Contaminated work clothing shall be decontaminated by HEPA vacuum or removed prior to employees' lunch breaks.
- Contaminated work clothing including shoes and boots shall be left onsite and not worn home.

11.0 MEDICAL SURVEILLANCE

- Initial medical surveillance shall be required of employees which may be occupationally exposed on any day to lead at or above the action level. Initial medical examination (baseline) consists of biological monitoring in the form of blood sampling and analysis of lead and zinc protoporphyrin levels (or free erythrocyte protoporphyrin levels).
- Employees who may be exposed to lead levels at or above the action level for more than 30 days in a year or whose blood level exceeds 15 micrograms per deciliter (ug/dl) shall be included in the lead medical surveillance Program.
- Medical examination shall be provided to employees prior to assignment to an area in which airborne lead concentration reaches or exceeds the action level for more than 30 days in a year.
- SFUSD employees shall receive medical examinations and procedures performed by or under the supervision of a licensed physician at San Francisco General Hospital - Occupational Health Service (SFGH-OHS) at no cost to SFUSD employees.
- SFUSD employees shall not be biologically monitored by contractor personnel on SFUSD managed construction services projects. SFUSD employees shall receive biological monitoring at SFGH-OHS.
- Employees who may be exposed to lead levels at or above the action level for more than 30 days in a year shall receive biological monitoring at least every 2 months for the first 6 months and every 6 months thereafter.
- Employees whose blood level exceeds 15 micrograms per deciliter (ug/dl) or an increase in 6 ug/dl above baseline shall receive biological monitoring at least every 2 months until two consecutive blood samples are below 15 ug/dl.
- An initial blood lead level of 15 ug/dl or an increase in 6 ug/dl above baseline shall trigger a review of work practices and adequacy of engineering controls and personal protective equipment. Asbestos Control shall perform this investigation.
- San Francisco General Hospital - Occupational Health Service (SFGH-OHS) shall provide employees with a copy of their biological monitoring results.
- Medical examination shall be provided as soon as possible on the following situations:
  a. Employee has developed signs and symptoms commonly associated with the lead intoxication.
  b. Employee desires medical advice regarding lead exposure and the ability to procreate a healthy child.

c. Employee has experienced difficulty in breathing during respirator use.
d. Based on a physician's recommendation, the employee was removed from exposure to lead due to a risk of sustaining material impairment to health.

- Employees who use a respirator shall receive and participate in the SFUSD Medical Surveillance Program annually.
- If an employee disagrees with the medical opinion rendered by the San Francisco General Hospital - Occupational Health Service physician, the employee may designate a second physician according to the procedures listed under Cal/OSHA Lead Construction Safety Order Title 8 CCR 1532.1 Section (j)(3)(C).

12.0 **MEDICAL REMOVAL PROTECTION**

- SFUSD shall temporarily remove an employee from performing lead related construction activities if their blood lead level is above 30 ug/dl or due to a final medical determination.
- Temporary removal from performing lead related construction activities does not mean that the employee does not work, it means that the specific tasks an employee performs which exposes him or her to lead will cease until it has been demonstrated that two consecutive blood lead levels are below 30 ug/dl or the physician determines that the employee may return to their former status concerning lead related construction activities.
- Temporary removal and return guidelines for employees whose blood lead level is above 30 ug/dl, shall be according to the procedures listed under Cal/OSHA Lead Construction Safety Order Title 8 CCR 1532.1 Section (k)(1).
- SFUSD shall provide an employee up to 18 months of medical removal benefits, meaning the employee shall maintain the total normal earnings, seniority and other employment rights and benefits of an employee. Medical removal benefits shall be in accordance to the procedures listed under Cal/OSHA Lead Construction Safety Order Title 8 CCR 1532.1 Section (k)(2).

13.0 **EMPLOYEE INFORMATION AND TRAINING**

- SFUSD employees who may be exposed at or above the action level of 30 micrograms per cubic meter on any day shall be trained in the hazards associated with lead.
- The training shall cover protective measures to be taken including:
  a. The contents of the standard and its appendices including their rights and responsibilities.
  b. Description of operations that release lead.
  c. Respirators.
  d. Medical Surveillance and Medical Removal Protection.
  e. Hazards of lead, with particular attention to the reproductive effects of lead exposure.
  f. Hazard Communication.

g. Engineering controls and specific work practices to reduce exposures.
h. SFUSD's Lead Program.

- Employees shall be trained prior to initial job assignment.
- Refresher training shall be provided at least annually as required by DHS.
- Additional training requirements for SFUSD Lead Qualified Workers.

  SFUSD employees identified as performing lead related construction activities shall complete a 16 hour lead related construction work course and possess an Interim Certification for workers issued by the State of California Department of Health Services.

- Additional training requirements for SFUSD Lead Qualified Supervisors.

  SFUSD employees identified as supervising lead related construction activities shall complete a 32 hour lead related construction supervision and project monitor course and possess an Interim Certification for supervisors issued by the State of California Department of Health Services.

14.0 SIGNS

- In areas where lead related activities are performed a warning sign shall be posted prior to work.
- This lead warning sign shall at a minimum state:

WARNING
LEAD WORK AREA
POISON
NO SMOKING OR EATING

15.0 RECORDKEEPING

- ACP shall maintain records of all air monitoring results and exposure assessments for lead.
- San Francisco General Hospital - Occupational Health Service shall maintain records of all employee biological and medical surveillance information.
- Records shall be maintained for duration of the employees employment plus at least thirty years.
- Records concerning lead exposure (including monitoring data, medical surveillance information, medical removal information and any data assessing exposures) shall be made available upon request to:
    a. Affected employees;
    b. Former employees;
    c. Their designated representatives; and
    d. Cal/OSHA or NIOSH representatives.

16.0 OBSERVATION OF MONITORING

- Employees or their designated representative shall be provided an opportunity to observe any monitoring of employees during lead related activities.

DRAFT,REVISED:06/09/99

APPENDIX 1

LEAD WORK PROCEDURES

Index

DRAFT,REVISED:06/09/99

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

LEAD BASED PAINT SAMPLING/TESTING

Description: Sampling and testing painted surfaces for lead content.

Tools, Equipment and Materials

- ☐ Sealable Sample Bags (Ziploc or Whirl Pac Type)
- ☐ Disposable Towels or Wet Wipes
- ☐ Lead Sample Data Sheet
- ☐ Utility Knife
- ☐ Hand Scraper

Personal Protective Equipment

- ☐ 1/2 Mask Air Purifying Respirator with HEPA filters

Work Practices

1. Perform Pre-Work activities.

   - ☐ Obtain recommended tools, equipment, materials and PPE.
   - ☐ Put on respirator.

2. If no records show that the painted surface is Negative or Positive for lead, then select areas to test painted surface. At least three areas must be tested. All representative areas must be tested prior to disturbing.

3. Collect three paint chip samples. Collect a sample at least 1 square centimeter up to 4 square inches. All layers of paint down to the substrate need to be collected. Place samples in sealable bags. Fill out the Lead Sample Data Sheet. Samples will be sent out for laboratory analysis.

4. Perform Post-Work activities.

   - ☐ Wipe down area sample with wet wipe or damp paper towel.
   - ☐ Remove respirator.
   - ☐ Wash hands prior to leaving job site if feasible.

DRAFT,REVISED:06/09/99

DRAFT,REVISED:06/09/99

Insert asbestos/lead bulk sample form

DRAFT,REVISED:06/09/99

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

LEAD BASED PAINT REMOVAL - ABRASIVE BLASTING

Description: Removing lead based painted surface with abrasive blast equipment.

NOTE: *Perform Lead Based Paint Testing/Sampling Prior To Operation. Use of Sand Media Is Prohibited.*

Tools, Equipment and Materials

☐Full Containment or Abrasive Blast Booth
☐Abrasive Blast Equipment
☐HEPA Vacuum
☐Extension Cord(s)
☐Air Monitoring Equipment, **Contact ACP**
☐Hazardous Waste Bags
☐Lead Warning Sign
☐Lead Work Plan

Personal Protective Equipment

☐Airline respirator Hood with Compressor
☐Disposable Coveralls/Coveralls
☐Impact Resistant Apron
☐Safety Glasses
☐Ear Plugs or Muffs
☐Leather Gloves

Work Practices

1. Perform Pre-Work activities.
   ☐Obtain recommended tools, equipment, materials and PPE
   ☐Fill out Lead Work Plan.
   ☐Setup work area, set up full containment or perform within blasting booth.
   ☐Setup respiratory equipment.
   ☐Setup blast equipment.
   ☐Post Lead Warning Sign.

2. Put on personal protective equipment.

3. Begin air monitoring.

4. Perform work - blast painted surface.

5. Perform Post-Work activities.
   ☐HEPA vacuum area, wet wipe, HEPA vacuum, collect blast and paint debris.
   ☐HEPA vacuum clothing.
   ☐Dispose of blast and paint debris as Lead Hazardous Waste.
   ☐Remove disposable coveralls.
   ☐Dispose of coveralls, separately from debris as Low Hazardous Waste.
   ☐Remove Lead Warning Sign.
   ☐Remove respirator.

6. Stop air monitoring.

7. Shower.

DRAFT,REVISED:06/09/99

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

LEAD BASED PAINT REMOVAL - MECHANICAL GRINDING/SANDING/CHIPPING w/HEPA LEV

Description: Removing lead based painted surface with grinder/sander/chipper with a high efficiency particulate air (HEPA) local exhaust ventilation (LEV) attachment.

NOTE: *Perform Lead Based Paint Testing/Sampling Prior To Operation. Only Follow Work Procedures If Painted Surface Contains Or Is Assumed To Contain Lead.*

Tools, Equipment and Materials

☐Polyethylene Drop Cloth
☐HEPA Vacuum
☐Mechanical Grinder/Sander/Chipper with HEPA LEV
☐Air Monitoring Equipment, **Contact ACP**
☐Hazardous Waste Bags
☐Duct Tape
☐Extension Cord(s)
☐Lead Warning Sign
☐Lead Work Plan

Personal Protective Equipment

☐1/2 Mask Air Purifying Respirator with HEPA filters
☐Disposable Coveralls
☐Ear Plugs or Muffs
☐Safety Glasses
☐Gloves

Work Practices

1. Perform Pre-Work activities.
   - ☐Obtain recommended tools, equipment, materials and PPE.
   - ☐Fill out Lead Work Plan.
   - ☐Setup work area, put down drop cloth, remove any items in area which may become contaminated.
   - ☐Post Lead Warning Sign.

2. Put on personal protective equipment.

3. Begin air monitoring.

4. Perform work - grind/sand/chip painted surface.

5. Perform Post-Work activities.
   - ☐HEPA vacuum area, wet wipe, HEPA vacuum, collect lead containing paint debris.
   - ☐HEPA vacuum clothing and drop cloth.
   - ☐Dispose of debris as Lead Hazardous Waste.
   - ☐Remove disposable coveralls.
   - ☐Dispose of drop cloth and coveralls separately from debris as Low Lead Hazardous Waste.
   - ☐Remove Lead Warning Sign.
   - ☐Remove respirator.

6. Stop air monitoring.

7. Shower, or wash hands and face as a minimum.

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SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

LEAD BASED PAINT REMOVAL - WET MANUAL SCRAPING/SANDING/CHIPPING

Description: Wet removal of lead based painted with hand scraper/ sander/chipper.

NOTE: *Perform Lead Based Paint Testing/Sampling Prior To Operation. Only Follow Work Procedures If Painted Surface Contains Or Is Assumed To Contain Lead.*

Tools, Equipment and Materials

Polyethylene Drop Cloth
Hand Scrapper/Sander/Chipper
Wetting agent - amended water
HEPA Vacuum
Extension Cord(s)
Air Monitoring Equipment, Contact ACP
Hazardous Waste Bags
Lead Warning sign
Lead Work Plan
Duct Tape

Personal Protective Equipment

☐1/2 Mask Air Purifying Respirator with HEPA filters
☐Disposable Coveralls
☐Safety Glasses
☐Gloves
☐Safety Harness (if applicable)

Work Practices

1. Perform Pre-Work activities.
   ☐Obtain recommended tools, equipment, materials and PPE.
   ☐Fill out Lead Work Plan.
   ☐Setup work area, put down drop cloth, remove any items in area which may become contaminated.
   ☐Post Lead Warning Sign.

2. Put on personal protective equipment.

3. Begin air monitoring.

4. Perform work - wet scrape/sand/chip painted surfaces.

5. Perform Post-Work activities.
   ☐HEPA vacuum area, wet wipe, HEPA vacuum, collect lead containing paint debris.
   ☐HEPA vacuum clothing.
   ☐Dispose of debris as Lead Hazardous Waste.
   ☐Remove disposable coveralls.
   ☐Dispose of drop cloth and coveralls separately as Low Lead Hazardous Waste.
   ☐Remove Lead Warning Sign.
   ☐Remove respirator.

6. Stop air monitoring.

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7. Shower, or wash hands and face as a minimum.

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

LEAD BASED PAINT REMOVAL - CHEMICAL STRIPPER

Description: Removing lead based painted surface with chemical stripper (corrosive based).

NOTE: *Perform Lead Based Paint Testing/Sampling Prior To Operation. Only Follow Work Procedures If Painted Surface Contains Or Is Assumed To Contain Lead.*

Tools, Equipment and Materials

- ☐Polyethylene Drop Cloth
- ☐Chemical Stripper with Application, Scraping and Neutralization Equipment
- ☐HEPA Vacuum
- ☐Air Monitoring Equipment, **Contact ACP**
- ☐Lead Work Plan
- ☐Hazardous Waste Bags
- ☐Duct Tape
- ☐Chemical Stripper, MSDS
- ☐Extension Cord(s)
- ☐Lead Warning Sign
- ☐Emergency Eye Wash Station
- ☐Hazardous Waste Drum

Personal Protective Equipment

- ☐1/2 Mask Air Purifying Respirator with HEPA/Organic Vapor Combo Cartridges
- ☐Face Shield and Goggles (required when applying chemical stripper)
- ☐Goggles
- ☐Disposable Coveralls
- ☐Rubber or Neoprene Gloves

Work Practices

1. Perform Pre-Work activities.
   - ☐Obtain recommended tools, equipment, materials and PPE.
   - ☐Fill out Lead Work Plan.
   - ☐Setup work area, put down drop cloth, remove any items in area which may become contaminated.
   - ☐Post Lead Warning Sign.
2. Put on personal protective equipment.
3. Perform work - apply chemical stripper.
4. Begin air monitoring.
5. Perform work - scrap/wipe off painted surface, neutralize surface.
6. Perform Post-Work activities.
   - ☐HEPA vacuum, wet wipe, HEPA vacuum area after surface has been neutralized.
   - ☐HEPA vacuum clothing and drop cloth.
   - ☐Dispose of debris as Lead Hazardous Waste.
   - ☐Remove disposable coveralls.
   - ☐Dispose of drop cloth and coveralls separately from debris as Low Lead Hazardous Waste. Dispose of stripped residue appropriately.
   - ☐Remove Lead Warning Sign.
   - ☐Remove respirator.
7. Stop air monitoring.

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8. Shower, or wash hands and face as a minimum.

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

DEMOLITION OR "BREAK OUT" OF LEAD BASED PAINTED STUCCO, PLASTER OR CONCRETE WALLS

Description: *Demolition or "break out" of stucco, plaster or concrete walls which have lead based painted surfaces.*

NOTE: *Perform Lead Based Paint Testing/Sampling Prior to Operation. Only Follow Work Procedures If Painted Surface Contains Or Is Assumed to Contain Lead.*

Tools, Equipment and Materials

☐Polyethylene Drop Cloth
☐Demolition Equipment (Hammer, etc)
☐Wetting agent - amended water
☐HEPA Vacuum
☐Air Monitoring Equipment, **Contact ACP**
☐Hazardous Waste Bags
☐Lead Warning Sign
☐Lead Work Plan

Personal Protective Equipment

☐1/2 Mask Air Purifying Respirator with HEPA filters
☐Disposable Coveralls
☐Hard Hat
☐Safety Glasses
☐Gloves

Work Practices

1. Perform Pre-Work activities.
   ☐Obtain recommended tools, equipment, materials and PPE.
   ☐Fill out Lead Work Plan.
   ☐Setup work area, put down drop cloth, remove any items in area which may become contaminated.
   ☐Post Lead Warning Sign.

2. Put on personal protective equipment.

3. Begin air monitoring.

4. Perform work - wet area and perform "break out".

5. ☐HEPA vacuum area, wet wipe, HEPA vacuum, (collect lead containing debris.)
   ☐HEPA vacuum clothing.
   ☐Dispose of paint debris as Lead Hazardous Waste.
   ☐Remove disposable coveralls.
   ☐Dispose of drop cloth and coveralls separately as Low Lead Hazardous Waste.
   ☐Remove Lead Warning Sign.
   ☐Remove respirator.

6. Stop air monitoring.

7. Shower, or wash hands and face as a minimum.

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SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

WELDING, CUTTING, BURNING - WITH LEAD COATINGS PRESENT

Description: *Welding, torch cutting, or burning on steel surfaces where lead containing coatings or paint is present.*

NOTE: *Perform Lead Based Paint Testing/Sampling Prior To Operation. Surface Coating Containing Lead Must Be Removed Prior To Welding, Torch Cutting Or Burning. See Removal Work Procedures.*

PROCEDURE LISTED BELOW MUST BE FOLLOWED IN ADDITION TO ABATEMENT.

Tools, Equipment and Materials

☐Local Exhaust Ventilation
☐Welding, Cutting or Burning Equipment
☐Air Monitoring Equipment, **Contact ACP**
☐Lead Warning Sign
☐Lead Work Plan

Personal Protective Equipment

☐1/2 Mask Air Purifying Respirator with HEPA filters
☐Disposable Coveralls
☐Welding Shield/Goggles
☐Leather Gloves
☐Ear Plugs or Muffs

Work Practices

1. Perform Pre-Work activities.
   ☐Obtain recommended tools, equipment, materials and PPE.
   ☐Fill out Lead Work Plan.
   ☐Setup work area, remove any items in area which may become contaminated.
   ☐Turn on and position local exhaust hood.
   ☐Post Lead Warning Sign.

2. Put on personal protective equipment.

3. Begin air monitoring.

4. Perform work - weld, torch cut, or burn.

5. Perform Post-Work activities.
   ☐Remove disposable coveralls.
   ☐Remove respirator.

6. Stop air monitoring.

7. Shower, or wash hands and face as a minimum.

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SOLDERING - WITH LEAD CONTAINING SOLDER

Description: Soldering using lead containing solder.

Tools, Equipment and Materials

- ☐Local Exhaust Ventilation
- ☐Soldering Equipment
- ☐Air Monitoring Equipment, **Contact ACP**

Personal Protective Equipment

- ☐1/2 Mask Air Purifying Respirator with HEPA filters

Work Practices

1. Perform Pre-Work activities.
   - ☐Obtain recommended tools, equipment, materials and PPE.
   - ☐Setup work area.
   - ☐Turn on and position local exhaust hood.
2. Put on personal protective equipment.
3. Begin air monitoring.
4. Perform work - solder.
5. Perform Post-Work activities.
   - ☐Remove respirator.
   - ☐Dispose of any solder debris as Lead Hazardous Waste.
6. Stop air monitoring.
7. Wash hands and face.

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LEAD ABATEMENT SITE - CONSTRUCTION INSPECTION, ADMINISTRATION OR SITE WALKTHROUGH

Description: Performing construction inspection, administration or otherwise entering the building construction site where various lead related construction activities are performed by contractor employees.

Person Protective Equipment and Materials

- ☐1/2 Mask Air Purifying Respirator with HEPA filters
- ☐Safety Shoes or Work Shoes
- ☐Safety Glasses
- ☐Ear Plugs or Muffs
- ☐Hard-hat
- ☐Air Monitoring Equipment, **Contact ACP**

Work Practices

1. Obtain recommended PPE and air monitoring equipment prior to entering site.
2. Put on personal protective equipment, except respirator.
3. Begin air monitoring.
4. Perform inspection activities; if activities require entry into areas where lead based paints are being disturbed, put on respirator prior to entering area.
5. Finish inspection activities. Remove safety shoes or work shoes once off building construction site, such as in the construction trailer, before going home.
6. Stop air monitoring.
7. Wash hands and face (wash face if respirator was worn).

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SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

San Francisco Unified School District
Facilities Development and Management

1551 Newcomb Avenue
San Francisco, CA 94124

Checklist

for

Environmental Impacts

in

Architectural and Engineering Construction Projects

5/8/98

The purpose of this checklist is to provide a specific project description that will enable ACP to identify and evaluate environmental conditions and/or issues that may have or have the potential to impact the project in order that they may be (1) addressed early in the process. (2) accounted for during budgeting, (3) if possible, minimized or eliminated prior to initiation of the project, and (4) be addressed in bid specifications. Please check the appropriate boxes and/or answer the following questions in as much detail as you can and return to Bruce Giannini at Asbestos Control Program, 1351 - 42nd Avenue, Room 103, San Francisco, CA 94122. The questions are broad statements and some sections may not be applicable to a specific project.

Telephone: (415)242-2549

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FAX (415)242-2553

ENVIRONMENTAL PROJECT CHECKLIST

San Francisco Unified School District
Asbestos Control
1/17/97

The purpose of this checklist is to provide a specific project description that will enable SFUSD to identify and evaluate environmental conditions and/or issues that may have or have the potential to impact the project in order that they may be (1) addressed early in the process, (2) accounted for during budgeting, (3) if possible, minimized or eliminated prior to initiation of the project, and (4) be addressed in bid specifications. Please check the appropriate boxes and/or answer the following questions in as much detail as you can and return to Bruce Giannini at Asbestos Control Program, 1351 - 42nd Avenue, Room 103, San Francisco, CA 94122. Telephone: (415)242-2549 FAX (415)242-2553. The questions are broad statements and some sections may not be applicable to a specific project.

==========

GENERAL INFORMATION

Project Name:

Date:
Phone:
Fax:
e-mail:

Location:

Project Manager:

Project Description/Summary of Work: *(briefly describe the scope including the reason for the work, the extent and location of this remodel or demolition, excavation, etc...)*

Current land use: *(for example, office, retail, industrial, parking, vacant, agricultural, occupancies, assets, special considerations, etc...)*

Yes	No	
☐	☐	To your knowledge are hazardous materials (solvents, paints, fuels...) or hazardous wastes (waste solvents, oil, rags...)stored or used onsite?

Yes	No	
☐	☐	Are any environmental permits in place for existing onsite uses? Will new ones be required or existing ones need to be updated?

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Onsite structure(s) description: *(describe the age, size, number of stories, and construction type of any other on site structures. Also, describe what, if any, impacts the project will have on the structures):*

Adjacent land use(s): *(for example, office, retail, industrial, parking, vacant, agricultural, occupancies, assets, special considerations, etc...)*

ABOVE GRADE POTENTIAL ENVIRONMENTAL IMPACTS

Asbestos

The following are considered suspect asbestos containing materials by the EPA. Do you know if any of the following materials, suspected of containing asbestos, are present in your building? Are any of these materials going to be disturbed in the course of this project? For any project disturbing or demolishing building materials the EPA requires an in depth survey of suspect asbestos containing materials.

Present in building?	Will be disturbed?	
☐	☐	Boiler or tank jacket insulation
☐	☐	Carpet or baseboard mastic
☐	☐	Ceiling tiles or panels
☐	☐	Drywall/sheetrock
☐	☐	Duct or fan unit insulation
☐	☐	Duct tape
☐	☐	Fire doors
☐	☐	Fireproofing
☐	☐	Floor tile (12" x 12" or 9" x 9") or floor tile mastic
☐	☐	Leveling compound
☐	☐	Linoleum or sheet vinyl
☐	☐	Pipe lagging or pipe fitting insulation
☐	☐	Plaster (wall or ceiling)
☐	☐	Roofing materials(roll roofing,mastics,silverpaint,shingles)
☐	☐	Spray applied ceiling textures
☐	☐	Stucco
☐	☐	Transite panels,shingles,exhaust flue(gray and cement board or pipe)
☐	☐	Vibration joint clothes
☐	☐	Window putty

Yes No

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☐ ☐ Do you know if any of these materials have been sampled for asbestos?

Yes No
☐ ☐ If yes, do you have a copy of the sample results or the survey report or do you know who has conducted a survey(s) and what the title and date of the report is?

Leaded Coatings

Lead hazards associated with the disturbance of leaded materials include employer OSHA worker protection, building contamination risks, and hazardous waste liability. In order to responsible manage this hazard, liability, and potential change order problems ACP recommends a survey for lead based materials and residual lead dust background levels and recommends contract language for the safe handling of these materials.

Yes No
☐ ☐ Are there any painted, glazed, or varnished surfaces in the building that will be disturbed in the course of this project?

Yes No
☐ ☐ Will any of these surfaces be scraped, sanded or chemically stripped?

Yes No
☐ ☐ Will any surfaces have to have a coating removed or prepared in order to provide waterproofing, repainting, adhesion for any reason, or architectural purpose?

Yes No
☐ ☐ Is there any steel in the building which will require welding? To your knowledge is this steel painted? If there is steel encased in concrete or brick do you have knowledge of whether or not it is painted or has primer or an anticorrosion coating?

Yes No
☐ ☐ Is the intended use of the building after completion of the project to serve children or intend to serve children (ages 0 - 12)?

PCBs/Mercury

Yes No
☐ ☐ Will fluorescent lights (mercury in tubes) or light ballast's (PCBs potentially in ballasts) be modified or changed out?

Yes No
☐ ☐ Will any transformers or capacitors be impacted by this project?

Other Hazardous Materials

Yes	No	
☐	☐	Do you know of other potentially hazardous materials present such as biohazard, chemical hazard, radioactive, or atmosphere hazard?
☐	☐	Are there sumps, catch basins, drainage pits, etc., which may contain contaminated water or solids?

BELOW GRADE POTENTIAL ENVIRONMENTAL IMPACTS

Tanks and Wells

Yes	No	
☐	☐	Are there any underground storage tanks, above ground storage tanks, piping, sumps, or catch basins onsite? If yes, then: * Contents, past and present (gasoline, diesel, fuel oil, bunker oil, unknown?) * Size and material of tank? * Are they known to have leaked? * Is there a tank report?
☐	☐	Are there any drinking water, irrigation, or ground water monitoring wells onsite?
☐	☐	Will any of these items be disturbed during the project?

Soils

Yes	No	
☐	☐	Does this project involve the excavation or grading of soils? How much (usually given in cubic yards)?
☐	☐	Are there any geotechnical reports or Maher Ordinance assessments available?
☐	☐	Are any geotechnical investigations being planned?
☐	☐	Have any of these soils been tested for the presence of asbestos, lead (totals and solubles), or other contaminants? Are the results/reports available?

DRAFT,REVISED:06/09/99

Yes No
☐ ☐ What is the expected depth of the excavation and the nature of soil layers?

Yes No
☐ ☐ Is the excavated soil intended to be used as back fill?

Yes No
☐ ☐ Is there going to be any relocation of utility lines, sewer lines, other underground piping, or the removal of railroad ties>

Groundwater

Yes No
☐ ☐ Will the project require dewatering during construction: The general rule is that effluent goes to sewer system, not to ground or Bay. The discharger must obtain a BERM permit and pay sewer service charge.

CEQA/NEPA (Environmental Document)

Yes No
☐ ☐ Does this project trigger CEQA ("negative declaration" or "environmental impact report") of NEPA ("FONSI" or "environmental impact statement")? These documents may contain "mitigation measures" which must be performed and documented during the contract.

Yes No
☐ ☐ Will the project need any environmental mitigation monitoring for ambient air quality, dust, lead, noise, archeology, biology, etc.?

Yes No
☐ ☐ Does this project trigger San Francisco's "Maher Ordinance" (also known as "Article 20" of the Public Works Code)? Maher is triggered if more than 50 cubic yards of soil within the historic Bay fill area is disturbed. Maher requires a site history, a site assessment, and a site mitigation report approved by the S.F. Department of Health.

Yes No
☐ ☐ Does the project require any permits other than ministerial permits for grading or excavation?

Yes No
☐ ☐ Is the project federally funded, in whole or part?

Yes No
☐ ☐ Is the project site below the line of highest tide? Does it include any surface water, evidence of water saturated soils (seasonal or perennial),

or other potential wetlands?

CONTRACTUAL AND SCHEDULING INFORMATION

Projected Contracted Means

Yes No

☐ ☐ Typically the more complicated the scheduling of the environmental portion of the work in the overall project the greater the success for the job is met by having the work completed as part of the prime contractor's bid. To the degree the environmental work can be completed separate from and prior to the Prime contractor it is more successfully completed by a SFUSD "As Needed" contractor prior to the Prime arriving on site.

- ☐ Work requested to be conducted by a SFUSD "As Needed" Environmental Contractor.
- ☐ Work to be bid out as part of Prime contractor's scope of work.
- ☐ Work to include both use of SFUSD "As Needed" Environmental Contractor and work as part of the Prime contractor's scope of work.

Projected Schedule

Yes No

☐ ☐ Have you developed a schedule for this work? When is the planned advertised date, when is this project expected to go to construction? If an As Needed Environmental Contractor is to mobilize beforehand do you have a target date?

Environmental survey due _____
Draft Spec. language due _____
Date for Spec. to Contract Prep. _____
Projected advertise date _____
Projected Notice to Proceed date _____

==========

LEAD SAFE CONSTRUCTION GUIDELINES
for SFUSD Managed Contract Construction Services

Planning Phase

1. **Use of the Environmental Projects Checklist.**

   The SFUSD Project Manager shall delegate to an Architect and/or Engineer to fill out a Checklist for Environmental Impacts in Architectural and Engineering Construction Projects (see Appendix 2) at the beginning of the planning phase of construction and submit the checklist to ACP for review and comment.

2. **Testing of Suspect Lead Containing Materials (XRF or Bulk) and Determination of Pre-Construction Environmental Lead (Dust, Soil or Water) Levels, Arranged by SFUSD.**

   Suspect lead containing materials in buildings which may be disturbed during construction shall be tested (XRF or Bulk), testing shall be arranged by ACP. Pre-construction environmental lead (dust, soil or water) sampling shall be performed to determine pre-project lead surveys prior to design and bid. Project manager and/or architect/engineer must coordinate with ACP whenever the planted scope of work changes or is refined so that site surveys will reflect these changes in project work.

Design Phase

3. **Incorporation of Lead into Construction Consultant Specifications for**

Bidding (Continued)

B. The project manager and design team (including ACP, Buildings and Grounds, or other) shall incorporate hazardous materials specifications language in the project design phase according to three factors: (1) lead testing results; (2) the type of facility (facility which serve or intend to serve children vs. facilities which do not or will not serve children); and (3) the scope of the project (low or high impact project).

i. Low Lead Impact Contracted Project - If the facility contains lead, but does not serve or does not intend to serve children OR the project will not impact children AND where lead is incidental to the project scope of work, the contract specifications shall contain general procedures to address lead containing materials safely (General Procedures within the Hazardous Materials Procedures section).

ii. High Lead Impact Contracted Project - If the facility contains lead AND the facility serves or intends to serve children OR the project may impact children OR the project scope of work will impact lead containing materials significantly, the contract specification shall contain general procedures (Hazardous Materials Procedures) plus technical lead abatement specifications sections (Technical Procedures within the Hazardous Materials Abatement section).

C. SFUSD Contract Administration shall verify that the Checklist for Environmental Impacts in Architectural and Engineering Construction Projects was reviewed by ACP prior to the contract construction services project goes out for bid.

Construction Phase

4. **Project Monitoring/Oversight.**

A. The construction manager(s) shall enforce the Hazardous Materials Procedures section of the contract specifications.

B. An independent CDHS Certified Lead Project Monitor (consultant, ACP or other) shall audit the work for compliance with the Hazardous Materials Abatement technical sections of the contract specifications.

5. **Project Clean Up.**

Project cleanup and clearance (dust, soil or water) sampling specified in the contract shall be implemented. Clean up requirements depend upon three factors: (1) the pre-construction lead levels; (2) the facility type (facility which serve or intend to serve children vs. facilities which do not serve or do not intend to serve children); and (3) the scope of the project work (low or high lead impact project). HUD and EPA lead clearance criteria shall be the

starting point, to be modified by the three factors above. Clearance monitoring shall be performed by a CDHS Certified Lead Inspector/Risk Assessor arranged through ACP.

SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Asbestos Control

LEAD WORK PLAN

A. INTRODUCTION

This is a lead work plan for the District's Environmental Health Services (SFUSD) employees at *(LOCATION)* _____

This work plan applies to *(DEPT. & SHOP)* _____

employees who perform *(LIST SPECIFIC REMOVAL TECHNIQUE USED)* _____

_____

This lead work plan shall assure that no SFUSD employee is exposed to lead at concentrations greater than the permissible exposure limit (PEL) of 50 micrograms per cubic meter or air (50 ug/m3) averaged over an 8-hour period.

B. LEAD WORK PLAN

1. Description of activity in which lead is emitted.

_____
_____
_____
_____

1.1 Equipment Used - _____
_____
_____

1.2 Material Involved - _____
_____
_____

1.3 Controls In Place - _____
_____
_____

1.4 Crew Size - _____
_____
_____

1.5 Employee Job Responsibilities - _____
_____
_____

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REQUIREMENTS OR MEANS OF ACHIEVING COMPLIANCE

2. Specific means to achieve compliance.

   See attached Code of Safe Practice.

f
3. Report of technology considered in meeting the PEL.

   Not applicable to work plan.

4. Air monitoring data documenting sources of lead emissions.

   Contact ACP to fulfill this requirement.

5. Schedule of implementation.

   (DATES OF LEAD WORK) _____

6. Work practice Program.

   See attached Code of Safe Practice.

7. Administrative control schedule.

   Not Applicable to work plan.

8. Arrangements made among all contractors to inform affected employees of potential exposures to lead.

   Not Applicable to work plan.

9. Other information.

   See SFUSD Lead Program.

C. COMPETENT PERSON

(Supervisor signature) _____

(Date) _____

ATTACH LEAD SAMPLE DATA SHEET.

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ATTACH LEAD WORK PROCEDURE.

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APPENDIX 5
ABATEMENT OF LEAD HAZARDS NOTIFICATION

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APPENDIX 6
LEAD HAZARD EVALUATION REPORT

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SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

APPENDIX 7
BOARD RESOLUTION NUMBER 88-25W6
POLICY P3330

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SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

October 2, 1998
(For Board Meeting of October 13, 1998)

SUBJECT: Adoption of POLICY P3330 Lead Safe Facilities and Lead Danger Education

REQUESTED ACTION:

The Board of Education is requested to adopt Board of Education Policy P3330 for making the District's facilities lead-safe, training teachers to educate care givers and children about how to avoid lead hazards, and strongly encourage lead level screening of all young children, particularly children 1 and 2 years in age, and children living in homes built before 1950.

BACKGROUND:

- Childhood lead poisoning caused by exposure to lead "...remains the most common and societally devastating environmental disease of young children," especially children under six years in age. (US Center for Disease Control 1997).
- The 1997 CDC findings state "studies demonstrating that early childhood lead blood levels greater than 20ug/dL result in problem behaviors."
- Lead Poisoning is an entirely preventable disease for which there is no medical cure.
- Young children are particularly vulnerable to lead hazards and every effort should be made to reduce or eliminate exposure to lead.
- The leading cause of lead poisoning today is lead paint on the inside and outside of private homes and public facilities built before 1978, where children spend significant time; while the amount of lead in paint was gradually reduced over the years beginning in the 1950's, almost all paint used prior to that time had significant amounts of lead, and even reduced levels of lead in paint can caused health problems in certain circumstances.
- Lead poisoning can also be caused by lead in drinking water from lead solder and/or brass fixtures and soil surrounding District buildings, where lead paint has washed off building exteriors.
- The District operates a state licensed and subsidized child development program. This program provides care for several thousand young children under six years in age for twelve months of the year for up to eleven hours a day in over 40 facilities located in mostly pre-1950 District buildings which were originally painted with paint containing lead.

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- The District's drinking water system includes some lead solder and brass fixtures that are a potential source of lead that can leach into the drinking water.
- The Board of Education in October 1993 adopted a policy for parent/caregiver and staff education about lead poisoning, testing of children under 6 years in age for lead, and the development of a systematic, ongoing program to assess and reduce lead hazards in children centers and elementary schools and to prevent creating lead hazards in all District renovations and construction projects.
- The Board of Supervisors (Board) enacted the Comprehensive Environmental Lead Poisoning Prevention Program (Program) in November 1992 to protect all children living in San Francisco from the needless suffering caused by lead related disease.
- The City Program sets specific tasks and goals for City departments providing family and children services and operating public facilities in a coordinated effort to protect the public health and welfare, including making their facilities lead-safe for young children and educating staff and parents/caregivers about how to protect children from lead poisoning.
- The Board of Supervisors urged by Resolutions in 1992 and 1996 that the San Francisco Unified School District (District) participate in the comprehensive lead poisoning prevention effort set forth in the City Program which the Board of Supervisors enacted.
- The Department of Public Health is required under the 1992 legislation to annually describe to the Board of Supervisors the efforts of all City agencies to comply with the Program and the additional actions needed to effectively implement the Program.
- The Department of Public Health report to the Board of Supervisors in May 1997 contains a number of recommendations for the District to implement in order to more effectively carry out the Program.
- The Board of Supervisors Resolution dated June 27, 1997 urged the District to implement the Department of Public Health's recommendations.
- The District has made significant efforts to make its child development and pre-K facilities lead-safe with respect to lead hazards in paint and water, but most of those efforts provide only temporary protection and require continual monitoring, repair and maintenance of facilities to protect children.
- Lead-hazards can be created by private contractors and school personnel involved in remodeling and rehabilitation projects that disturb lead paint.
- Lead-hazards can also be created by school staff and volunteers disturbing lead paint for any number of reasons in addition to those connected with regular construction or maintenance and repair efforts.
- Lead-hazards can be avoided through a systematic identification of potential lead hazards coupled with lead safety training for individuals who may come in contact with or disturb areas or equipment that may contain lead. The training process should include instruction in how to safely avoid or prevent contact and contamination. Staff

working with parents should be trained to educate parents about how to help children avoid lead hazards and be screened for lead poisoning.

Submitted By:
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SFUSD FACILITIES DEVELOPMENT AND MANAGEMENT
LEAD Program Policies Implementing Procedures

BOARD OF EDUCATION POLICY

Article: BUSINESS AND NON INSTRUCTIONAL OPERATIONS

Section: LEAD SAFE FACILITIES, LEAD DANGER EDUCATION

Sub-section:

POLICY:

I. The District will make its facilities lead-safe through education and training by:

1. Ensuring that effective programs are directed to parents and caretakers of young children that include relevant information, in appropriate languages, about preventing childhood lead poisoning and how to have children tested for lead poisoning. Specific actions include annual staff and parent training in lead exposure prevention, including a review of the types of lead hazards present in District facilities. Lead safety information should also be mounted and displayed on the "Parents Bulletin Boards" along with other health and immunization information. Annually distribute lead exposure prevention brochures along with other material given to parents related to immunization and well-child care health programs and actions.

2. Ensuring staff in contact with parents or caregivers of young children receive annual training and adequate *lead poisoning prevention* (LPP) materials to provide to parents and caregivers.

3. Creating, implementing and monitoring of a comprehensive health plan for activities noted above, with measurable goals is the responsibility of the Child Development Program (CDP) and the School Health Programs Department (SHPD). The plan will verify, at least annually, that information about well-child health care is being provided to parents and caregivers in an effective manner. The plan will be implemented within 30 days after the effective date of this policy. Responsibility for these activities is with the Child Development Program (CDP) and the School Health Program Department.

II. The District will make its facilities lead-safe through appropriate and proactive supervision, management and use of best practices in implementing lead hazard abatement programs. Responsibility for these activities is with the Facilities Development and Management Department. Measures to be taken include:

DRAFT, REVISED: 06/09/99

1. Performing annual re-evaluations for all childcare centers and elementary schools where interim lead stabilization measures have been taken to verify that interim measures are still effective. Correct any conditions where interim measures are no longer effective.

2. Prioritizing deferred maintenance / lead safe activities to classrooms and sites that house the most vulnerable children (youngest children).

1.0 BOARD OF EDUCATION POLICY

3. Using "best" practices and procedures that are most protective of children's health, as required and recommended by federal, state and local agencies for construction and building rehabilitation work on District facilities. Those practices and procedures should be set forth in a SFUSD "Lead Program Policy Implementing Procedures"(LPP Procedures) document to be effective upon adoption of this policy and finalized within 6 months. The LPP Procedures document will be updated as needed, but at a minimum, on an annual basis.

4. Implement project specification and bid acceptance requirements needed to ensure that the lead hazards existing in buildings and facilities are properly dealt with during construction and rehabilitation work, including pre-testing of surfaces that will be disturbed to determine if lead is present. Assume that surfaces painted prior to 1992 contain lead and use lead safe work practices. Require that contractors and workers disturbing lead paint are lead certified (hold a California DHS Lead-Related identification card).

5. Dedicate adequate funding for lead abatement and lead paint stabilization and remediation for all District facilities, as stated in the annual Work Plans of the annual report to the Superintendent and the Board (Section III of this Policy). Require that clearance inspection and/or testing as specified be done prior to re-entry or reuse of lead-abated space. Involve the District's Asbestos Control staff in the initial planning stage of each facility renovation or construction process in order to ensure that staff has reviewed and approved the proposal at every stage of project development and implementation.

6. Create a profile of each District facility describing the lead hazards which exist and maintain information on activities involving the disturbance of lead paint at District buildings in a format which is readily available and easily readable to anyone engaged in activities which may disturb lead paint on those buildings and to the public.

7. Continue to train District staff, who are involved in building trades and other building facilities maintenance, repair and cleaning activities on lead matters and lead safe practices. Assure that work and custodial

crews assigned to children's centers are trained in lead hazard prevention, proper dust control, lead dust cleaning techniques and that facilities are periodically inspected and cleaned.

8. Stabilize, encapsulate or remove as appropriate, window and/or building components containing lead paint as part of the District's ongoing modernization program. Set a goal to stabilize, encapsulate or remove lead hazards by the year 2001 for facilities used by children under six years in age.

9. Comply with Chapter 36 of San Francisco's Building Code entitled "Work Practices for Exterior Lead-Based Paint" and all relevant state and federal regulations.

10. Evaluate the lead content of school drinking water at the outlet following current USEPA protocols and requirements of the Department of Public Health, at schools that have not already been

tested. Should samples exceed the USEPA action level of 15 ppb, then, appropriate steps should be taken as recommended by the USEPA.

III. The Superintendent will designate the "Citywide School Health Planning Committee" (CSHPC) to act in an advisory capacity to the District's Facility Development and Management Department (FD&MD) regarding this Lead Safety Policy. Reports from CDP and SHPD regarding the status of efforts to implement this Policy will be provided to FD&MD, and CDP, SHPD, and FD&MD will submit an annual report to the Superintendent and the Board, including the following information:

- The amount of in service training provided to staff, parents and caregivers, and an evaluation of the effectiveness of that training.
- An update of the status on efforts to monitor the lead-safe conditions of buildings and facilities to maintain them in a lead-safe condition.
- Work plans describing activities to be undertaken to make the District's facilities lead-safe and train staff, parents and other caregivers, including when the work will be done, who is responsible for implementing the work, and the extent to which each department has been able to meet the provisions of its previous work plan.

1.0 IV. The Superintendent will establish a "Lead Safety Team" responsible for coordinating the District's efforts to implement this policy. The Lead Safety Team will be comprised of representatives from the School Health Program, a CDP Nurse Practitioner, representatives from the Department of Public Health, community-based environmental, children's and public health organizations, and environmental protection staff from the Facilities Development and Management Department. The Lead Safety Team is responsible for reviewing the "Lead Program Policy Implementing Procedures"(LPP Procedures) document, ensuring that it is kept current, monitoring implementation of the policy, and advising the CSHPC, the Superintendent and Board on progress being made and recommended revisions to the LPP Policy and / or the Procedures document as appropriate.
1.0
1.0 V. Upon approval of the LPP Policy the Superintendent will direct the Facilities Development and Management Department to coordinate efforts to ensure policy implementation.

HISTORY / AUTHORIZATION

Adopted: Resolution # _____, Date:_____

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1.0 SAN FRANCSICO UNIFIED SCHOOL DISTRICT

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